



Financial Assistance
 8600 University Boulevard
 Evansville, IN 47712
 Phone: 812-464-1767 or 800-467-1965
 Fax: 812-461-5305 / Email: finaid@usi.edu

2023-2024 Federal Work Study Resume

Students must complete a Work Study Resume and turn it in to the Financial Assistance Office by July 1, 2023 for priority consideration. Applications handed in after this date will still be considered for positions as they become available.

You may complete this form electronically, however, you MUST print it and sign in blue or black ink.

Last Name _____ First Name _____ M.I. _____ Phone number _____

Student ID # _____ USI Email Address _____

What is your major? _____

Are you a new freshman in 2023-2024?
 Yes No, What year will you be? _____

Are you at least 21 years of age? Yes No

Do you have your own transportation? Yes No

Permanent Home Address (If you intend to live on campus or away from home in 2023-2024, please also include your local address.):

Street _____ City _____ State _____ Zip Code _____

Local Address (Address while you are attending USI):

Street _____ City _____ State _____ Zip Code _____

Were you employed as a USI Work Study student in Spring 2023? Yes No

Did you receive a financial aid work study award for this position? Yes No

Are you returning to that department this school year? Yes No (If no, continue to the Work History section.)

What department? _____

Who is your direct supervisor? _____

Next steps if returning to previous year's position:
 1. Contact your direct supervisor to confirm your return.
 2. Skip ahead to sign and return form to Financial Assistance by July 1, 2023.

WORK HISTORY – Please complete with EITHER your most recent work history OR, if none, your volunteer/community service experience.

Employer 1 _____ City _____ State _____ Phone _____

Job Title _____ Job Duties _____

Employed from _____ to _____ Supervisor _____ May we contact them? Yes No

Employer 2 _____ City _____ State _____ Phone _____

Job Title _____ Job Duties _____

Employed from _____ to _____ Supervisor _____ May we contact them? Yes No

Check and/or list all the skills for which you have had experience or training: Customer Service Phone/Multi-line Phone

Word Processing (Microsoft Word, Google Docs, etc.) Spreadsheet Programs (Microsoft Excel, Google Sheets, etc.) Cash Register

Grounds (Lawn and Yard work) Custodial Other experiences, skills or qualifications: _____

PLEASE PRINT THIS FORM, READ THE FOLLOWING AND SIGN YOUR NAME BELOW IN BLUE OR BLACK INK

I certify the answers given herein are true and complete to the best of my knowledge. I understand that if I am employed, falsified statements on this application shall be considered sufficient cause for dismissal. The information provided is the property of the University and will be held confidential. I further understand that if I am dismissed from a work study position for cause, I will no longer be eligible for any participation, on campus or off, in the work study program at the University of Southern Indiana.

Signature: _____ Date: _____

FOR FINANCIAL AID OFFICE USE ONLY – DO NOT WRITE IN THIS BLOCK

FAFSA _____ UMN _____ VERIFIC _____ SAP _____ GPA _____ HRS _____ ENROLL HRS _____ F S DATE _____ VER BY _____



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Federal Work Study Program Frequently Asked Questions

BENEFITS OF FEDERAL WORK STUDY

- **On campus employment is convenient**
- **Flexible Scheduling - work around your class times**
- **Reporting Work Study earnings on the FAFSA can increase a student's eligibility for aid, as work study earnings are not counted when determining future assistance**
- **Work Study positions can provide valuable experience for your post graduate career**

What is the Federal Work Study Program (FWS)?

The Federal Work Study Program is a need-based Federal Aid program that is paid out through the wages (generally minimum wage) earned via employment to eligible students through work either on- or off-campus. The government allows USI to make an allotted amount of Work Study awards each year. As a result, Work Study is awarded on a first come, first served basis.

Since it's called *Work Study*, do I get to study on the job?

Generally, departments and supervisors will be flexible when scheduling a student for work around class and study time. Some jobs on campus may allow students to study while working, but departments are not required to allow students to study on the job. Students are not allowed to work over 20 hours per week, when classes are in session, so as not to detract from a student's studies.

How does the Office of Student Financial Assistance determine my eligibility?

In order for the Office of Student Financial Assistance to determine if a student is eligible for the Work Study Program, a Free Application for Federal Student Aid (FAFSA) must be completed and filed each year. Interest in the Work Study program must be indicated on the FAFSA form. Only students with enough financial (unmet) need, as determined by the FAFSA, are eligible to participate in the Work Study program. Students who do not qualify can work on campus through Regular student employment.

What is the difference between Regular student employment and Work Study employment?

The difference between the two programs is where the funding to pay the student comes from. The Federal government pays 75% of the wage for the Work Study student. Work Study and Regular Student workers get the same types of jobs, work the same number of hours (limited to 20 hours per week when classes are in session) and earn the same wages.

What is a Work Study award?

Based on a student's unmet need and eligibility, the Office of Student Financial Assistance awards a set amount for the eligible student to *earn* per semester after a position has been secured through the interview and hire process. After the full award amount is earned, the award is exhausted.

How do I get a Work Study position?

A Work Study resume must be submitted to the Office of Student Financial Assistance by the deadline *each year* for priority consideration. Once submitted, Student Financial Assistance helps to place eligible, students in open positions, which can be limited based on job availability. Students are encouraged to actively pursue jobs on their own initiative. Because returning students often return to the position they previously held, Work Study awards may be more limited for new freshmen or returning/transfer students who were not employed in the Work Study Program in the previous year.

On-campus employment can be with any USI department. Departments interview and hire Work Study students based on qualifications and experience. Departments are not required to hire a student based on their Work Study eligibility. Off-campus employment is placed through the Office of Student Financial Assistance with local non-profit organizations or public agencies that have partnered with USI.

How do I receive my Work Study award? Does Work Study help pay tuition and other fees?

The award is paid through the form of a bi-weekly paycheck. All student workers are requested by Human Resources to have their paychecks direct deposited into the bank of their choice. Students may use the money from their paycheck to pay their tuition bill with the University, but no amount is automatically deducted from the paycheck for the tuition bill.

Are there any limits to the Work Study Program?

Because the Work Study program is a Federal Aid program, students must comply with all Federal requirements including but not limited to Verification and the Satisfactory Academic Progress policy to remain eligible. Copies of these policies are available in the Office of Student Financial Assistance and on our webpage, <https://www.usi.edu/financial-aid/manage-your-aid/satisfactory-academic-progress>.